

TO: Form 9 Software Vendors, School Superintendents, Directors, Business Managers and Treasurers

FROM: Amy Pattison, Assistant Director
Office of School Finance

RE: Supplemental Financial Reporting - Update

DATE: May 22, 2020

Due to COVID-19 and its effect on school corporations and charter schools, the Indiana Department of Education (IDOE) is delaying release of Transparency Reporting until January 1, 2021. However, IDOE will continue moving forward to finalize the program in preparation of the January release date.

This is an update to the September 2019 memo regarding the new platform for school corporations and charter schools to upload financial data as well as a new Form 9 step in compliance with state transparency requirements outlined in IC 5-14-3.7-3. There are two parts to this project which are described below.

Periodic Supplemental Data Upload- Expenditures

The first part of the project requires submission of expenditure data on a monthly or six-month basis at a minimum of two times per calendar year. Beginning in January 2021, school officials should be prepared to submit July to December 2020 detailed expenditure data. This requirement is applicable to school corporations and charter schools. The language follows:

”(a) The department, working with the office of technology established by IC 4-13.1-2-1 or another organization that is part of a state educational institution, the state board of accounts established by IC 5-11-1-1, the department of local government finance established under IC 6-1.1-30-1.1, and the office of management and budget established by IC 4-3-22-3, shall post on the Indiana transparency Internet web site a data base that lists expenditures and fund balances, including expenditures for contracts, grants, and leases, for public schools. The web site must be electronically searchable by the public.

(b) The data base must include for public schools:

- (1) the amount, date, payer, and payee of expenditures;
- (2) a listing of expenditures specifically identifying those for:
 - (A) personal services;
 - (B) other operating expenses or total operating expenses; and
 - (C) debt service, including lease payments, related to debt;
- (3) a listing of fund balances, specifically identifying balances in funds that are being used for accumulation of money for future capital needs;
- (4) a listing of real and personal property owned by the public school; and

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(5) the report required under IC 6-1.1-33.5-7.”

Uploading expenditure data

The information will be uploaded in IDOE Online in an area separate from the Form 9 process. Officials will log into IDOE Online, select Finance, and select Form 9. On the corporation dashboard, a blue bar labelled “Access the Financial Transparency Portal” will appear. This is where expenditure data will be uploaded. Options to submit include a monthly or six-month basis. Select the appropriate time frame to submit and upload. The data may be uploaded monthly or in six month increments. School officials have until May 1, 2021, to submit July to December 2020 data files and data files for January to June 2021 must be submitted by November 1, 2021. The only acceptable file format is .csv.

In order to meet the requirements in law, the Indiana Department of Education (IDOE) will collect the transaction date, fund, account, object and payee for all expenditures.

The data submitted will not be required to classify expenditures as personal services, other operating, or debt service. Instead, IDOE will utilize fund, account, and object information to appropriately classify the expenditures. Between now and January 1, 2021, IDOE will continue to work with vendors to ensure a smooth implementation of the new collection.

File Format

Below is the file format and field restrictions that are in place for the data upload. Files not meeting this requirement will not successfully upload.

Transaction Date	Fund	Account	Object	Payee
12/7/2020	0101	11100	110	John Doe

The data file upload must include the appropriate headers because the column names are required to map the information to the appropriate objects in IDOE system that processes the file for transfer to the Transparency Portal.

Corporation number and name – these fields will auto-populate and are identified by the user logging in to upload the data for the school corporation or charter school.

Transaction Date format- MM/DD/YYYY

Example of valid entry = 07/06/2020

Example of invalid entry= July 7, 2020

Amount- No commas, zero amounts, or dollar signs are allowed. The decimal value is restricted to two digits.

Example of valid entry = 12345.67

Example of invalid entry = 0.00

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Payee- Fifty character limit that allows numbers and letters

Example of valid entry= John Graham Doe

Example of invalid entry = Supercalifragilisticexpialidocious diesel repair shop incorporated

Exclusions

With regard to the expenditure requirement listed under (b) (1) above, the following language provides information on possible exclusions from the expenditure file. School officials should work with local legal counsel for expenditures that are in question and take the steps necessary to remove the items from the expenditure file.

IC 5-14-3.7-5(a) states, “The department may not allow public access under this section to:

- (1) a payee's address;
- (2) personal information that is protected under state or federal law or rule; or
- (3) information that is protected as a trade secret under state or federal law or by rule.

(b) The department subsection (a) available in an aggregate format only.”

DOE Online - Form 9 Step Eight- Fund Balance Report

The second part of the project adds another step to the Form 9 submission process. Doing so alleviates duplicative reporting for school corporations and charter schools. Form 9 Step Eight captures generates a report of fund balances and allows school officials to identify fund balances being accumulated for future capital needs. The draft report below identifies the fields being captured in Step Eight.

Fund Number Fund Name Fund Balance	Additional Fund Name/Information	Are the funds accumulated for future capital needs?	Future capital amount accumulated	Explanation of future capital needs
101 Education Fund \$3,807,985.93		Y <input type="radio"/> N <input checked="" type="radio"/>		
200 Debt Service Fund \$1,089,212.40		Y <input type="radio"/> N <input checked="" type="radio"/>		

The program will auto populate the leftmost column (fund number, fund name and ending cash balance) using the fund balances submitted as part of the data file submission in step three of the Form 9 process. The column for “Additional Fund Name/Information” is optional. Schools will input all other information (the question, future capital amount and the explanation). Because most funds will not have funds being accumulated for future capital needs, the program will default to “N” for that question.

Summary

To summarize, the project encompasses two parts- a separate expenditure upload process on a monthly or six-month basis and a new Step Eight – Form 9 Cash Balance Report.

- Periodic Supplemental Data Upload
 - Submission of data that reflects expenditures made by the school corporation or charter school;
 - Independent upload process that can occur in monthly or six month increments;
 - Data will be housed at IDOE in the Form 9 Dashboard.
 - Data will be publicly available on the State Transparency Portal;
 - Submission of the financial data will satisfy steps one and two of the law; and
 - Schools should consult local counsel for items that contain information protected under federal or state law or by rule.
- Form 9 Step Eight- Fund Balance Report
 - Completion of a Fund Balance Report as part of the Form 9 financial data submission process every January and July;
 - New Form 9 Step Eight process;
 - Data will be housed at IDOE in DOE Online Form 9;
 - Data will be publicly available on the state Transparency Portal; and
 - Completion of the Form 9 generated report will satisfy step three of the law.
- IDOE will obtain data required under sections four and five, referenced in law, from other sources.

On May 1 and November 1 of each year, IDOE will provide the data to staff at the Management Performance Hub for posting to the Transparency Portal.

If you have questions about this information, please send an email to the Form 9 inbox at Form9@doe.in.gov.